Central Connecticut State University
INSTRUCTIONAL COORDINATOR
PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public, State Employees, Agency Employees

Location: Central Connecticut State University

Hours: TBD

Closing Date: October 21, 2016

Central Connecticut State University's Department of Information Technology invites applications for an Instructional Coordinator position with the Instructional Design and Technology Resource Center (IDTRC). Candidates are expected to be committed to multiculturalism and working with a diverse student body.

The successful candidate will:
- Assist faculty with the design, development and implementation of course materials.
- Coordinate the design, planning and production of audiovisual and multimedia programs for instructional and informational purposes. Identifies staff needed to support program assignment. Schedules coordinates and supervises web-conferencing services.
- Will assist in the course administration of the Learning Management System (LMS) which includes course setup, problem diagnosis, testing and providing feedback on software compatibility and updates.
- Researches, evaluates and recommends system and software applicable to the Center's operation to the IDTRC Supervisor and integrates its functions with appropriate University offices and academic departments.
- Acts as a resource and conducts workshops in the development and utilization of instructional media and multimedia technologies. Assists faculty in the operation of equipment, development and production of computer-based multimedia instructional material in the IDTRC.
- Provides software support and training to the University community such as Banner, Blackboard and MS Office, etc.
- Ensures timely communication and follow-up between clients and Information Technology Staff.
- Performs other duties and responsibilities as related to those enumerated above which do not alter the basic responsibility of the position.

Required Qualifications

- Bachelor's degree
- A minimum of three years' experience in development of computer-based multimedia instructional materials
- Demonstrated ability to work constructively with a wide variety of individuals
- Strong organization skills
- Commitment to serving culturally, ethnically and linguistically diverse communities

Preferred Qualifications

- Blackboard Learn 9 System administration experience
- Master's degree in instructional design or related field
- Teaching/training experience
- Experience using design software e.g., Storyline, Photoshop, Camtasia

Substantially comparable experience and/or credentials will be considered.

Application Instructions: For full consideration, applications must be received by **October 21, 2016**. Salary is commensurate with experience; minimum annual salary is $52,489. For more information and application instructions, go to https://hrat.ccsu.edu/default.php.

Central Connecticut State University is an affirmative action and equal opportunity employer.